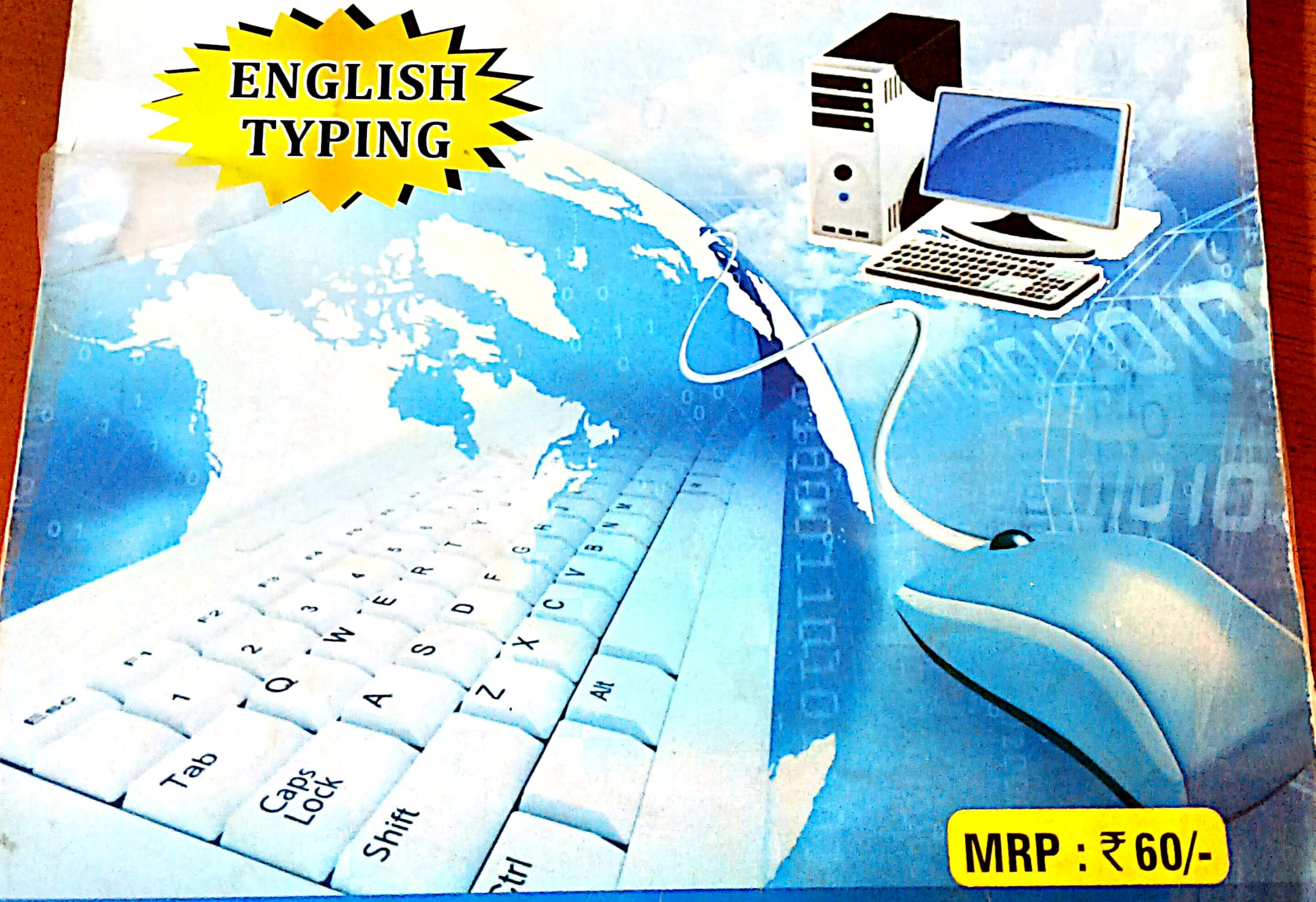
COMPUTER TYPING BOOK

ENGLISH TYPING



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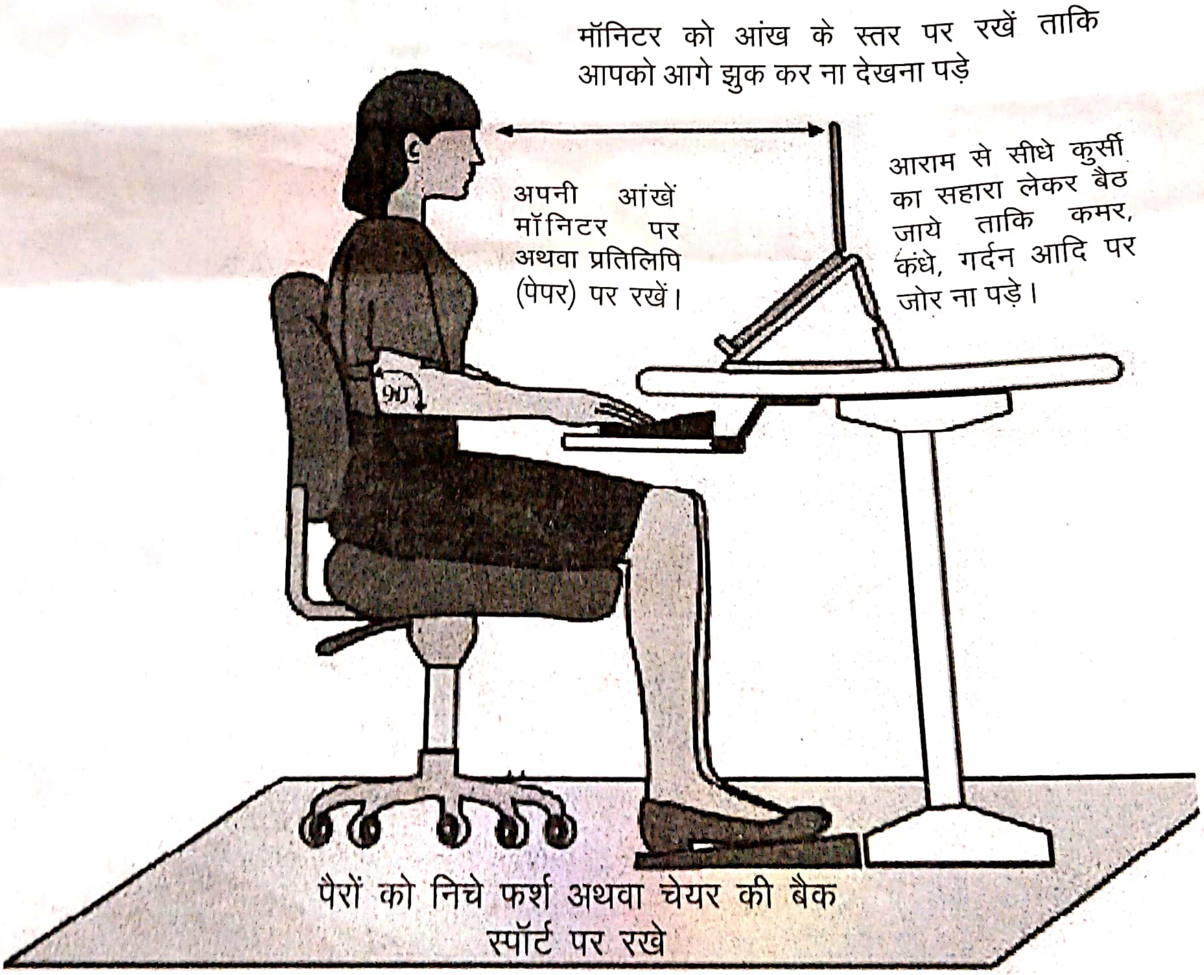
Seating Arrangement on Computer

(कम्प्यूटर पर बैठने की व्यवस्था)



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हिन्दी वर्ण माला के विशेष अक्षर तथा उनको लिखने के कोड-

क.सं.	अक्षर	कोड
1.	ॄ	Alt + 0164
2.	ञ	Alt + 0165
3.	ॄ	Alt + 0167
4.	ो	Alt + 0168
5.	ौ	Alt + 0169
6.	ˆ	Alt + 0170
7.	ॅ	Alt + 0171
8.	ो	Alt + 0174
9.	ॢ	Alt + 0177
10.	ङ	Alt + 0179
11.	ञ	Alt + 0180
12.	प	Alt + 0182
13.	ऽ	Alt + 0183
14.	"	Alt + 0222
15.	"	Alt + 0223
16.	ह्न	Alt + 0224
17.	ह्य	Alt + 0225
18.	हृ	Alt + 0226
19.	ह्म	Alt + 0227
20.	क्त	Alt + 0228
21.	०	Alt + 0229
22.	द्र	Alt + 0230
23.	प्र	Alt + 0231
24.	ध्	Alt + 0232
25.	न्न	Alt + 0233
26.	ट्ट	Alt + 0234
27.	ट्ठ	Alt + 0235
28.	ड्ड	Alt + 0236
29.	द्द	Alt + 0237
30.	य	Alt + 0238
31.	ड्ढ	Alt + 0239
32.	ठ्ठ	Alt + 0240
33.	॰	Alt + 0241

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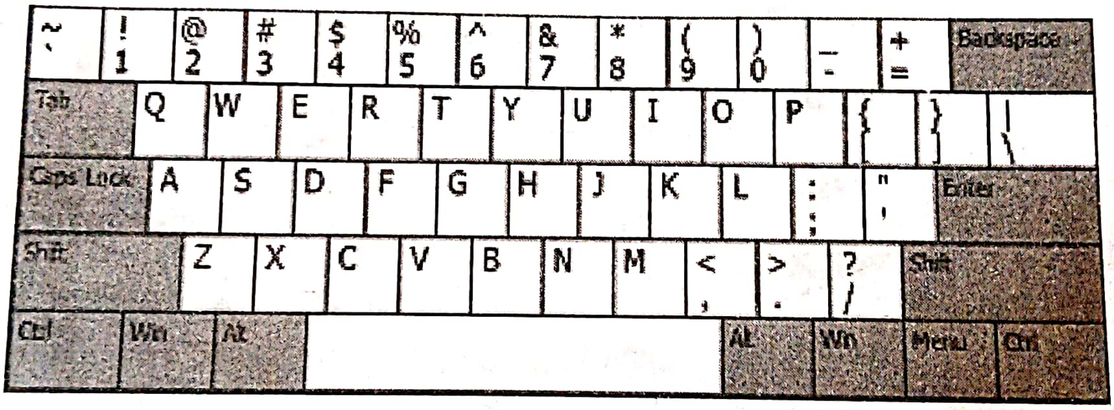
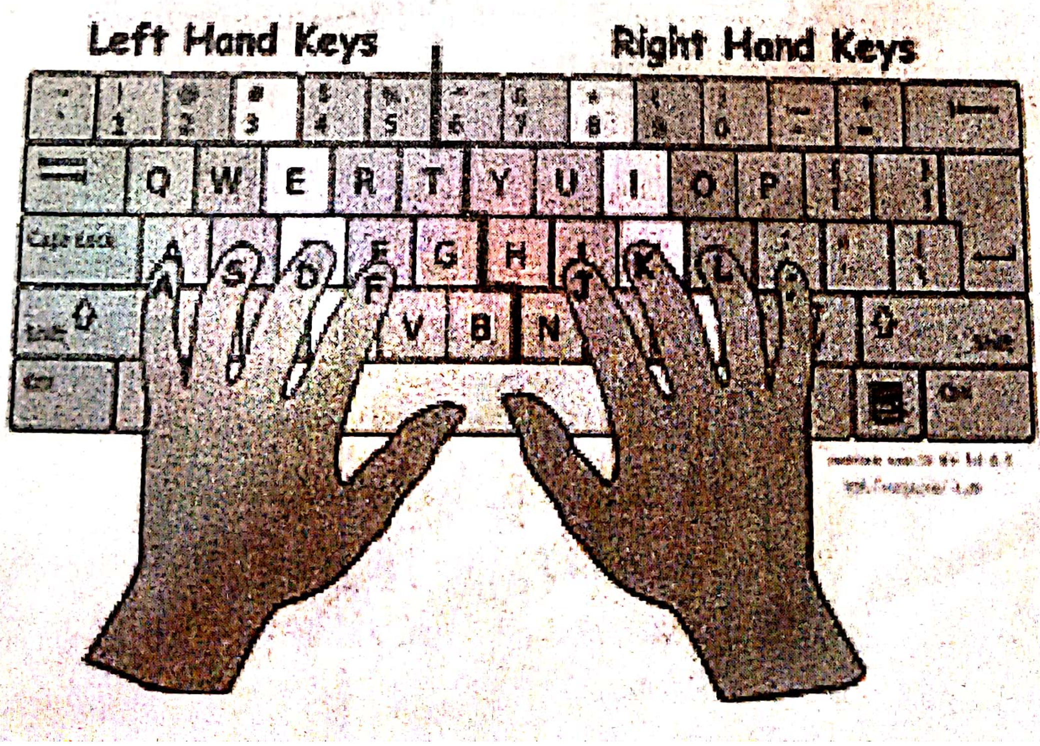
Seating position while using the keyboard:

- ✓ Keep your head erect. If you tilt it too much towards the screen it can put a strain on your.
- ✓ neck and can cause headaches. Relax your shoulders.
- ✓ Keep your elbows close to your body.
- ✓ Curve your fingers slightly over the keys but keep your wrists flat.
- ✓ Try to keep your feet on the floor and avoid crossing your legs.
- ✓ Keep the book or typing paper toward your right side.
- ✓ Concentrate on the typing paper job.
- ✓ Don't see the keyboard.
- ✓ Palms should not touch the keyboard.

Keyboard Layout (कीबोर्ड लेआउट)



Left Hand and Right Hand keys (दांये तथा बांये भाग की कुंजियाँ)



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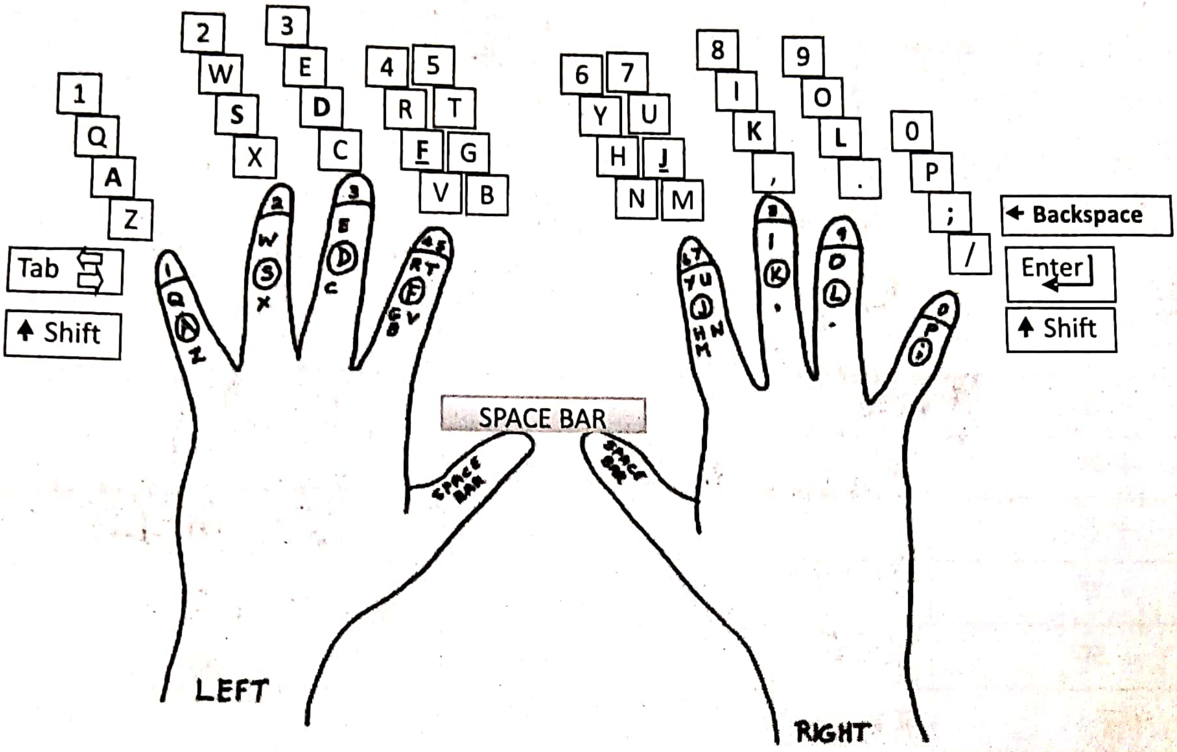
Which fingers are used to type each letter

(प्रत्येक फिंगर द्वारा टाईप किए जाने वाले अक्षर)



KEYBOARD LAYOUT (कीबोर्ड लेआउट)

Alphanumeric Keys

एल्फान्यूमेरिक कुंजियों में अक्षर A से Z तथा 0 से 9 तक की संख्याए होती हैं तथा मुख्य कीबोर्ड इनसे मिलकर ही बनता है।

Punctuation keys

विराम चिह्न कुंजी विभिन्न प्रकार की होती हैं जैसे फुल स्टॉप ,कोमा, सेमिकोलन, ब्रेकिटस, एपोस्ट्रॉफ तथा इनके साथ ही गणितिय ऑपरेटर आदि (+, -, *, /)

Ctrl Key

इसकी फुल फॉर्म कन्ट्रोल कुंजी होती है तथा इसका प्रयोग अन्य कुंजियों के साथ मिलाकर किया जाता है। उदाहरण के लिए Ctrl+S का उपयोग डॉक्युमेंट को सेव करने के लिए किया जाता है।

Alt Key

इसकी फुल फॉर्म अलटरनेट की होता है। तथा इसका प्रयोग अन्य की के साथ मिलाकर किया जाता है। उदाहरण के लिए Ctrl+Alt+Del का प्रयोग वर्तमान प्रोसेस को हटाने के लिए किया जाता है।

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Arrow Keys: एरो कुंजियों (←↑→↓) का उपयोग कर्सर को चारों तरफ घुमाने के लिए किया जाता है। इसके अलावा इनका प्रयोग शिफ्ट तथा एल्ट की के साथ भी किया जा सकता है।

Function Keys: यह कुंजियां कीबॉर्ड की प्रथम लाईन में होती हैं तथा यह विभिन्न एप्लीकेशन में विभिन्न प्रकार का कार्य करती हैं। यह F1 से F12 तक होती हैं।

Enter Key: इसे रिर्टन की के नाम से भी जाना जाता है। इसका प्रयोग अगली लाईन की शुरूवात में जाने तथा लाईन स्पेश देने के लिए किया जाता है।

Backspace Key: इसका प्रयोग कर्सर की वर्तमान पॉजीशन के बांई ओर के अक्षर को हटाने व कर्सर उस स्थान पर ले जाने के लिए किया जाता है।

Delete (Del) Key: इसका प्रयोग कर्सर की वर्तमान पॉजीशन के दांई ओर के अक्षर को हटाने के लिए किया जाता है।

Shift Keys: इसका प्रयोग कैपिटल लेटर टाईपिंग के लिए किया जाता है। तथा हिन्दी टाईपिंग में आधे अक्षर को टाईप करने के लिए किया जाता है।

Esc Key: इसका प्रयोग वर्तमान प्रोसेस को हटाने के लिए किया जाता है। सामान्यत इसका प्रयोग पॉपअप विण्डोज को हटाने के लिए किया जाता है।

Rules of English Typing (इंगलिश टाईपिंग के नियम)

1. **WORD** (शब्द) : एक या एक से अधिक अक्षरों के समुह को शब्द कहा जाता है। एक शब्द के बाद एक स्पेश का होना अति आवश्यक है। अंग्रेजी के एक शब्द में छुपे हुए अक्षर हो सकते हैं जिनमें कभी स्पेश का प्रयोग नहीं किया जाता है। जैसे– Don't touch the stove. दिए गए उदाहरण में Don't एक शब्द है एवं इसमें छुपे हुए अक्षर के स्थान पर एफॉस्ट्रोप का प्रयोग किया गया है तथा जिसके बाद एवं पहले किसी भी स्पेश का प्रयोग नहीं किया गया है। एक शब्द को लगभग पाँच अक्षरों का माना जाता है। इसकी गणना टाईप किये गये शब्द से न करके टाईप किए गए sentence के शब्दों की गिनती करके की जाती है।

2. **SENTENCE** (वाक्य) : एक या एक से अधिक शब्दों के समुह को वाक्य कहा जाता है। वाक्य का अन्त अग्रेजी भाषा में (.) द्वारा किया जाता है। यदि एक वाक्य में एक से अधिक सब–वाक्य हैं तो उनको अलग करने के लिए कोमा (,) का प्रयोग करना चाहिए।

3. **PARAGRAPH** (पैराग्राफ) : एक या एक से अधिक sentence के समुह को पैराग्राफ कहा जाता है। पैराग्राफ का अंत एन्टर की के द्वारा किया जाता है. तथा पैराग्राफ के पहले या बाद में एक लाईन का स्पेस छोड़ा जाना चाहिए।

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4. हाईफन का प्रयोग करते समय शब्दों के मध्य किसी भी प्रकार का स्पेश नहीं होना चाहिए। तथा कोष्ठक का प्रयोग करते समय भी किसी प्रकार का स्पेश नहीं होना चाहिए। जैसे– mk_dadrwal, (Ascent Prime Publication).
5. शब्द के अन्त में कॉमा, अर्धविराम तथा विसर्ग के बाद एक स्पेश अवश्य छोड़ा जाना चाहिए। (,) Coma, (:) Semi Colon.
6. टाईपिंग का ज्यादातर कार्य एम. एस. वर्ड में किया जाता है। वर्ड में टाईप करते समय सबसे पहले पेज की साईज को सैट करें तथा उसके बाद पेज के हैडर–फुटर को आवश्यकतानुसार सैट कर लें।
7. टाईपिंग की परीक्षा में दस्तावेज टाईप करने के लिए दिया जा सकता है एवं उसे एम. एस. वर्ड में टाईप करने के लिए कहा जाता है। अथवा टाईपिंग की परीक्षा टाईपिंग सॉफ्टवेयर से भी करवाई जा सकती है। जिसको आगे उदाहरण सहित समझाया जायेगा।

नोटः दोस्तों टाईपिंग का कार्य कभी ध्यान एवं दिमाग से नहीं किया जाता यह कार्य हाथ की अंगुलियों के द्वारा किया जाता है। अतः आप टाईप का इतना अभ्यास करें कि आपके हाथों की अंगुलियों को आदत हो जाये कि कौनसी की प्रेस करनी है तथा उसकी पॉजीसन कीबॉर्ड लेआउट में कहाँ पर है। दूसरी सबसे जरूरी बात यह है कि भाषा पर आपकी पकड़ मजबूत होनी चाहिये। आपकी भाषा जितनी अच्छी होगी, आप अपनी टाईपिंग स्पीड उतना ही जल्दी बढ़ा पायेंगे। इसका सबसे बड़ा फायदा यह होता है कि हमें शब्दों को नहीं पढना होगा हमें सीधा ही वाक्य को पढ़ना है और टाईप करना है।

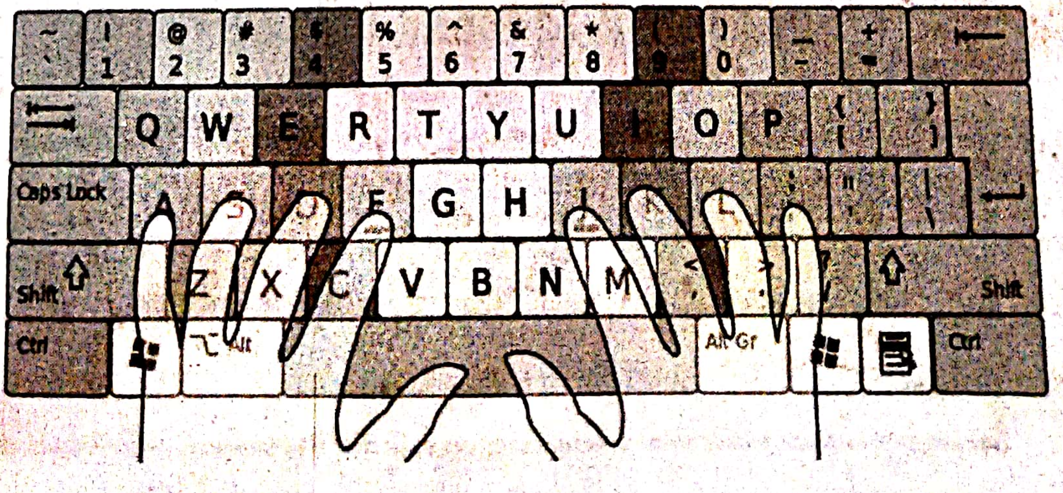
English Typing Practices

Chapter-1

Home Keys

A	S	D	F	G	H	J	K	L	;
4	3	2	1			1	2	3	4

इन्हें होम कुंजी कहा जाता है आपकी हाथों की अंगुलियां हमेशा इन्ही की पर होनी चाहिए। **F** तथा **J** हॉट की होती हैं जिन पर थोड़ा उभार होता है जिससे आप इनकी पहचान आसानी से कर सकते हैं। तो आपके दोनों हाथों की प्रथम अंगुलियां क्रमशः **F** तथा **J** पर होनी चाहिए।



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EXERCISE-1

FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ FJ
Fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj fj

DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK DK
Dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk dk

SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL SL
Sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl

A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A; A;
A; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a; a;

GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH GH
Gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh gh

ऊपर दिये गये अभ्यास कार्य को तीन से चार बार दोहराएँ तथा प्रत्येक दो अक्षरों के बाद अंगुठे से स्पेस बार का प्रयोग करें।

EXERCISE-2

Jaka Kaka Lala Dada All Dal Kal Saj Laj Ha Flag Lash Gag Gass Lass Half Fall Gal Shall Hall Data As Ask Lad Lag Lal Sam Dam Kaj Sajag Jam Kam Agg Fall Kala Jakala

नोटः— ऊपर दिये गये अभ्यास कार्य को तीन से चार पेज में दोहरायें तथा प्रत्येक शब्द के बाद अंगुठे से स्पेस बार का प्रयोग करें, तथा पहला अक्षर बड़ा लिखने के लिए शिफ्ट कुंजी का प्रयोग करें यदि आप बांये हाथ की अंगुली से कैपिटल लेटर टाईप कर रहे हैं तो शिफ्ट का प्रयोग करने के लिए दांये हाथ की चौथी अंगुली का प्रयोग करें और यदि आप कैपिटल लेटर टाईप करने के लिए दांये हाथ का प्रयोग कर रहे हैं तो शिफ्ट कुंजी का प्रयोग करने के लिए बांये हाथ की चौथी अंगुली का प्रयोग करें।

EXERCISE-3

RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU RU
Ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru ru

EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI EI
Ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei ei

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WO WO WO WO WO WO WO WO WO WO WO WO WO WO WO WO WO WO WO
Wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo wo

QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP QP
Qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp qp

TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY TY
Ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty ty

QWERT YUIOP QWERT YUIOP QWERT YUIOP QWERT YUIOP QWERT YUIOP
qwert yuiop qwert yuiop qwert yuiop qwert yuiop qwert yuiop qwert yuiop

ऊपर दिए गए अभ्यास कार्य को तीन से चार बार दोहरायें तथा प्रत्येक दो अक्षरों के बाद अंगुठे से स्पेस बार का प्रयोग करें।

EXERCISE-4 (Left Hand Ring)

We wee were wed reet read tee teat feet fet dee ded aqet art arts geet gee great seet seat feet seet date seed seeds sweet gat gate fat fate fated dad dads tar rared targate targated tas tass tas tass we wee wead sead tead tea dead tead tass test tested tests ast asted asts get gets geted. abac abas abba abbe abbs abed abet acca aced acer aces acre acta acts adaw adds adze aesc afar agar agas aged agee ager ages arar arba arbs arcs ards area ared areg ares aret arew arfs arse arts asar asea ates avas aver aves awed awee awes axed axes baas baba babe bacs bad fer fes fet few fez fra gab gad gae gag gar gas gat ged gee get qat rad rag ras badss baf bafe bags barb bard bare barf bars base bass bast bate bats batt bawd bawr bead bear beat bede beds beef beer bees beet begs bere berg best beta bete bets brad brae brag bras brat braw bred bree brer brew brrr caas caba cabs caca cade cads cafe caff cage cags carb fer fes fet few fez fra gab gad gae gag gar gas gat ged gee get qat rad rag ras card care carr cars cart casa case cast cate cats cava cave caws ceas ceca cede cees cere cert cess cete crab crag craw cred cree crew czar dabs dace dada dads daes daff daft dags darb dare darg dart data date dawd daws dawt daze dead deaf dear deaw debe debs debt deed

ऊपर दिए गए अभ्यास कार्य को दो पेज में दोहराएँ तथा बांये हाथ से अंगुलियों की रिंग बनाने की कोशिश करें। ऐसा करने पर बांये हाथ की अंगुलियां रिंग एवं घेराव में कार्य करने लग जायेगी।

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EXERCISE-5 **(Right Hand ring)**

Y U I O P

H J K L ;

Lo loo look ho hoo hook lo loo lool lok hu huo huoo hop hoop yo yoo yop poo pooj joy joy ju joo jok lop loup lopuj lopuj; jok; pook; hik; you; ho; lyo; hik lik jik opk io iol hil hip hipp hyy hoh hoi hok hol hoo hop hoy huh hup hum huk hup hyp ilk ill ijp ikk ill ioi jio jol joy jup khi kik kip koi kok kop kyu lio lip loo lop lou loy lup lyj jho jil hili hill hioi hoik hoki holk hikoi hillo hilly

ऊपर दिए गए अभ्यास कार्य को दो पेज में दोहरायें तथा दांये हाथ से अंगुलियों की रिंग बनाने की कोशिश करें। ऐसा करने पर दाये हाथ की अंगुलियां रिंग एवं घेराव में कार्य करने लग जायेगी।

EXERCISE-6 **(Both Left and Right Hand ring)**

Q W E R T Y U I O P

A S D F G H J K L ;

Apple sapple shape rate jake jale lake sahe yappe toy joy loy aoy kat hat lat shade lade upy upi ear eat date jate late faye jaye poor lor jor joker atio ratio sajid sahid hari rat dade yoo too girl girls she he wear weet weep wheat qui rita is a girls.

Wolf flower fish water shalt galt delta theta hooa look kook soke joke lake sake fake dake deaf flower joy koy article oares losses pooja oakr sokar seate sit sited filed file filled uter uterpredesh predesh prapeshpes yeld jokes hokes ratina dope hope kope slate hation lape sake wear sear night sight jite gost goat hot hotel hate gate.

ऊपर दिए गए अभ्यास कार्य को दो पेज में दोहरायें तथा दांये व बांये हाथ से अंगुलियों की रिंग बनाने की कोशिश करें। ऐसा करने पर दांये व बांये हाथ की अंगुलियां रिंग एवं घेराव मे कार्य करने लग जायेगी।

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Key Board Lower Line Practic (कीबॉर्ड की निचली लाईन का अभ्यास)

Zm zm zm zm zm xn xn xn cb cb cb vb vb vb vb vb azx azx sx sx sx dc dc dc dc fv fv fv fv hb hb hb hnm hm hnm km kmal jabar javar bhata name hazam kan sam bal van ban naman bhajan vajan sajan avaj navid jumala cat camel zoo cable namit.

ऊपर दिए गए अभ्यास कार्य को दो पेज में दोहरायें तथा दांये व बांये हाथ से अंगुलियों की रिंग बनाने की कोशिश करें। ऐसा करने पर दांये व बांये हाथ की अंगुलियां रिंग एवं घेराव में कार्य करने लग जायेंगी।

EXERCISE-7

The quick brown fox jumps over the lazy dog

ऊपर दी गई लाईन को 30 बार दोहरायें। इस लाईन में अंग्रेजी के प्रत्येक अक्षर का प्रयोग किया गया है। दोस्तों यहां तक हम सामान्य कीबोर्ड का अभ्यास कर रहे थे अब हम अपनी टाईपिंग स्पीड बढाने के लिए सामान्य व सरल अभ्यास कार्य चुनकर अभ्यास करेंगे।

EXERCISE-8

दोस्तों यह एक्सर साईज की अभ्यास के लिए मास्टर अभ्यास कार्य है इस अभ्यास कार्य को कम से कम प्रति दिन एक बार अवश्य दोहरायें। इस अभ्यास कार्य में अंग्रेजी वर्णमाला के प्रत्येक वर्ण का अभ्यास करवाया गया है। अतः इसे प्रति दिन एक बार अवश्य टाईप करें–

Apple All Ant Axe Able About Abroad Absent Absolute Abstract Abusive Academic.
Boy Ball Baby Back Backboard Backhand Backward Badly Baggage Bag Balance.
Cat Camel Cow Cage Cake Calculate Calculation Calendar Calf Call Calm Camera.
Dog Donkey door Dad Daily Dam Damage Damp Dance Danger Dare Dark Data.
Egg Eye Ear Each Eager Earlier Earlobe Early Earn Earth Easy Easygoing Eat Ecology.
Fish Fan Five Face Fact Factory Faculty Fail Failure Faint Fair Faith Fake Fall False.
Girl Gun Goat Gain Game Garage Garbage Garden Gas Gate Gather Gear Gender.
Hen House Horse Habit Hail Hair Half Half Hammer Handle Handsome Hang.
Ice Ink Iron Idea Ideal Identical Identification If Ignore Ill Illegal Illness Image.

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Jug Joker Jam Jacket Jail Jar Jaw Jealous Jelly Jet Jewelry Job Join Joint Joint Joke.
Key Kite King Keep Key Kick Kid Kill Kind King Kingdom Kiss Kitchen Knee Knife.
Lion Lamp Lip Label Labor Lack Ladder Lady Lake Lamp Landing Landlord Lane.
Mango Man Monkey Mad Magic Mail Maintain Major Make Male Manage.
Nest Nine Nose Name Narrow National Native Natural Navy Near Nearby Neat.
Orange Owl Ox Obey Object Objective Observe Obtain Occasion October Odd.
Pen Pin Parrot Pack Package Pad Page Pain Painting Pair Pale Palm Panel Paper.
Queen Quit Query Qualify Quality Quantity Quarter Question Quick Quite.
Race Radio Rage Rain Raise Range Rank Rapid Rare Rash Rate Railway Rather.
Sun Ship Son Sail Sake Salary Salesman Salt Same Sample Sand Sandwich Satisfy.
Tiger Toy Tomato Table Tactful Tactless Tail Take Takeoff Talent Talk Tall Tank Tap.
Umbrella Uniform Uncle Ugly Umpire Unable Under Underdog Underground.
Van Victim Vose Value Various Vast Vegetable Vehicle Verb Very Victory Video.
Watch Women Will Wait Waiting Wake Walk Wallet Wander Want War Warm.
Xray Xmastree Xytop.

Yacht Yellow Yard Yawn Year Yes Yesterday Yet You Young Your Yourself Youth.
Zebra Zero Zip Zone Zoo.

EXERCISE-9

123456	123456	123456	123456	123456	123456
12356	12356	12356	12356	12356	12356
123456	123456	123456	123456	123456	123456
456321	654321	654321	456123	456123	456123

EXERCISE-10

456	789	456	789	456	789	456	789	456	789
458	458	458	458	458	569	569	569	569	789
795	795	795	795	795	795	795	795	795	795
467	467	467	467	467	467	467	467	476	476

EXERCISE-11

852	456	852	456	852	456	852	456	852	456	852	456
963	951	963	951	963	951	963	951	963	951	963	951
147	753	147	753	147	753	147	753	147	753	147	753
741	357	741	357	741	357	147	357	741	753	357	741

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EXERCISE-12

852	123	852	123	852	123	852	123	852	123	852	123
852	123	963	456	963	456	963	456	741	456	741	456
789	852	789	852	789	852	789	852	789	852	456	852

TYPING SPEED EXERCISE- 1

The Lion and The Mouse.

A lion was sleeping under a tree in a forest. There is a mouse hole. The mouse came out from his hole and mouse started playing on the lion. The lion was disturbed and arose from his sleep. It caught up the mouse angrily and tried to crush it to death.

The mouse afraid him and he prayed the lion to leave him off and assured that it would help him when it needed. The lion laughed at it and let him off.

One day a hunter came in a forest and through his net the lion was caught in a net spread by a hunter. It roared and tried to escape but in vain. The mouse heared the lion's roaring and came there. It started cutting the net with its teeth. The lion escaped and thanked the mouse.

Note: Repeat given story in three times.

TYPING SPEED EXERCISE- 2

Claver Fox

Once there was a crow. He found a piece of meat form any where A Fox once saw a Crow fly off with a piece of cheese in its beak and settle on a branch of a tree.

"That's for me, as I am a Fox," said Master Reynard, and he walked up to the foot of the tree.

"Good day, Mistress Crow," he cried. "How well you are looking today: how glossy your feathers; how bright your eye. I feel sure your voice must sweet that of other birds, just as your figure does; I want to listen a one song from you that I may greet you as the Queen of Birds."

The Crow lifted up her head and began to caw her best, but the moment she opened her mouth the piece of meet fell to the ground, only to be snapped up by Master Fox. The cunning fox picked it up and ran away saying, "Thank you, Mr. Crow. The cheese is very delicious indeed. But your voice is not so sweet, as I thought it to be!"

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"That will do," said he. "That was all I wanted. In exchange for your piece of meat I will give you a piece of advice for the future: "Do not trust flatterers."

Note: Repeat given story in three times.

TYPING SPEED EXERCISE- 3

Thirsty crow

Once there was a crow. One day he was feeling very thirsty. On a hot summer day, she flew here and there in search of water but did't water any where. He continued to search hard but couldn't find any water to quench her thirst. Then after a long time, she found a pot, with a little water in it.

The neck of the pot was too long and the water level too low. The crow could not reach the water with his beak. He saw many small stone around. Suddenly, the crow had an idea. She picked stone one by one and dropped them in the pot. And lo! The level of water slowly rose to the top. The crow drank the water. Then he was very happy.

Note: Repeat given story in three times.

TYPING SPEED EXERCISE- 4

My School

School is a temple of learning and a training ground for future citizens. The name of my school is Ramlal Academy. It was set up in 2003 by a landlord in our area. He donated land and money for the school.

The atmosphere in which our school is situated is very pleasant. It is surrounded by a playground on one side and a garden with a small pond on the other side. The school has two rows of big buildings. The name of the school is written "Ramlal Academy" on the front building. There are ten classrooms in the front building.

Another ten rooms in the back building are for the Head Master's Office, Library, the Clear's Office, the Science Laboratory, the Teacher's Common – room. there is also a hostel in our school campus.

The total number of students in our school is about Two thousand. The school functions from 9.30 A.M. to 4 P.M. The classes begin after a mass prayer. During the recess hour we go to the playground. In games period, we play football, volleyball, etc.

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The library of our school is a big one. There are about two thousands books on different subjects; we have a library period in our weekly routine. We take books from our library and return them after a week.

The District Science Exhibition is also held in our school. Two years ago a classical teacher from our school won the SDM Award. The discipline, the study atmosphere and the brilliant academic result of our school attract many meritorious students from distant parts our state. It is an ideal school in all respects.

Note: Repeat given Essay in three times.

TYPING SPEED EXERCISE- 5

The Cow

Cow is my favorite domestic animal. She is very gentle by nature. She has two eyes, two ears, one big nose, two horns, a large forehead, one big mouth, four legs and a long tail with a big body. She eats green grass, grains, hay and fodder. Her big mouth helps her to chew the fodder. She gives us milk. Her milk is very nutritious and useful for the human beings. Not only for the adults but also it is very useful for the children and patients. By using her milk we can make a variety of nutritious and healthy eatable things like: yogurt, paneer, makkhan, khova, and sweets too.

Hindus called her "Gaou Mata" in India. She has many religious significances for Hindus. It is supposed by the Hindus that all 33 cores Devi or Devta lived in her. In India, her milk is used as pious liquid in every religious activity. Even, every remains from her is considered as sacred and useful like: milk is often used in pooja for Dudh Abhishek and making panchaamrait, dung is useful for plants, human beings and to clear the pooja place. We should respect and be kind towards her. Cow murder is considered as sin in Hindu religion. In India, P.M. Modi's government has banned to kill the cow and eat its beef.

Cow is a common useful pet animal. She has lot of benefits to the human beings. Cows differ in its shapes, sizes and colours. She can be found all over the world. In every state and country, it differs in colour, size as well as in quality. Only in India, We can find so many types or breeds of cow. India has around 37 breeds of cow. Some of them are Sahiwal, Gir, Rathi, Tharparkar and Red Sindhi etc. These cows are well known for their milking power.

Note: Repeat given Essay in three times.

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TYPING SPEED EXERCISE- 6

My Village

The name of my village is Alsisar. It is situated on Water dem Malsisar. The village is very old and has a number of special features.

The family history can first be traced back to the year 1737, when the 1st generation of Alsisar Thakur Samrath Singhji (great-grandson of Raja Shardul Singh of Jhunjunu) captured the fort. The Alsisar group of hotels is currently run by the 8th generation of Alsisar descendants.

The Alsisar Mahal was bombarded by the Shekhawati Brigade led by Colonel Forrester of the British Army, in their bid to restrain the mighty Shekhawats who are known to be fearless warriors. One Fourth of Alsisar Mahal was destroyed in this bombardment.

History has been witness to the valor of the brave men of Alsisar. IInd generation, Thakur

Kushal Singhji, as a youth of 18 years volunteered to destroy feared outlaw Kan Singh Saledika, at a meeting of noblemen of Shekhawati. Saledika, offended challenged him to a feud at Alsisar Mahal (Where he was slain).

It was rebuilt in 1954. Renovations and restoration began in the year 2000 and were completed in 2006, when Alsisar Mahal opened as a heritage hotel to serve as a base for people visiting the region.

Alsisar Mahal has been painstakingly restored keeping every fine nuance as close to the original architecture of the old building.

Reconstruction gave us the freedom to fuse modern technology with age old architecture. The rebuilt roof is seismic-proof, yet true to original architecture. Hundreds of old columns and brackets were procured to remain true to age old architecture of the period.

The region of Shekhawati is famed for its wall frescoes that adorn the walls and ceilings of the buildings. The themes of these frescoes depict gods, kings, flowers, arabesques and scenes from daily life. The Shekhawati paintings also depict Europeans, as can be identified by their hats in a sea of turbans.

Famous havelis at Alsisar- Jhunjunwala Haveli, Kejriwal Haveli, Laxmi Narayan temple, amongst others.

Note: Repeat given Essay in three times.

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TYPING SPEED EXERCISE- 6

Beti Bachao Beti Padhao

The trend of decline in the Child Sex Ratio (CSR), defined as number of girls per 1000 of boys between 0-6 years of age, has been unabated since 1961. The decline from 945 in 1991 to 927 in 2001 and further to 918 in 2011 is alarming. The decline in the CSR is a major indicator of women disempowerment. CSR reflects both, pre-birth discrimination manifested through gender biased sex selection, and post birth discrimination against girls. Social construct discriminating against girls on the one hand, easy availability, affordability and subsequent misuse of diagnostic tools on the other hand, have been critical in increasing Sex Selective Elimination of girls leading to low Child Sex Ratio. Since coordinated and convergent efforts are needed to ensure survival, protection and empowerment of the girl child, Government has announced Beti Bachao Beti Padhao initiative. This is being implemented through a national campaign and focussed multi sectoral action in 100 selected districts low in CSR, covering all States and UTs. This is a joint initiative of Ministry of Women and Child Development, Ministry of Health and Family Welfare and Ministry of Human Resource Development.

The objectives of this initiative are:

- Prevention of gender biased sex selective elimination.
- Ensuring survival & protection of the girl child.
- Ensuring education and participation of the girl child.

Disclaimer!

BETI BACHAO BETI PADHAO (BBBP) SCHEME DOES NOT CALL FOR DONATIONS

It has come to our notice that certain unauthorised sites/organisations/NGOs are collecting donations in the name of BBBP. The scheme has no provision for collection of donations. Please do not make any contributions in response to such appeals.

Note: Repeat given Essay in three times.

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TYPING SPEED EXERCISE- 7

Application for Fee relaxation

Akash chilli
B-45, Ganesh Colony, Pilani
Dist-Jhunjhunu
Postal Code : 333333
Phone Number : XXXXXXXXXX

Date : 02/02/2020

To,

The Principal
XYZ College
Jaipur

Sir,

With due regards, I beg to state that I am a student of B.Sc. III year. My father is a Poor Farmer. He is getting a Incom of Rs 5000 p.m. I have two younger brothers. They are also studying in school. There is no other source of income to the family. My father is unable to pay my fees. This year too, I request your goodness to grant me 100% concession in my tution fees so that I shall be able to continue my studies. I like to apprise you that I secured 89% marks in B.Sc. II year.

Please be kind enough to grant me full fees concession.

Thanking you,

Yours obediently,
Akash chilli

B.Sc III Year Student

Note: Repeat given Application in three times.

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TYPING SPEED EXERCISE- 8

Application for Leave

To,
The Principal
XYZ College
Jaipur

Sir,

I beg to say that I am Poorab student of class 9th. Sir I need casual leave for one day from school because some of our close relatives are coming to our home by tomorrow morning. One of my best friend will also be the part of guests and I will meet him after a long time of around four years. I will be the only helping hand to my mom for treating all the guests and my mom asked me to get leave from the school for today. I request you to please grant me leave for one day. I will be thankful to you.

Thanking you,

Yours obediently,
Poorab
Class - 5th
Roll No.- 45

Note: Repeat given Application in three times.

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TYPING SPEED EXERCISE- 9

Write an Application for a transfer certificate

Date: 20/09/2008

To
The Headmaster,
Govt. Sec. School,
XYZ

Subject: Application for a Transfer Certificate.

Sir,

With due respect and humble submission to state that, I am a student of your school, (Class-9 Section-B,Roll-46). I would like to inform you that my father is a government service holder. Recently he has been transferred from Pilani to Jaipur. My family will be shifted there soon. As a result, it is impossible for me to continue my study in your reputed school. So, I need a transfer certificate to get myself admitted into a school in Public School Jaipur.

In the circumstances, I hope that you would be kind enough to issue me a transfer certificate.

Thanking you,

Yours obediently
Name- Priyanshi
Class- 9th
Section - B
Roll no. – 46

Note: Repeat given Application in three times.

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TYPING SPEED EXERCISE- 10

Write a letter to your friend about your preparation for the annual examination

Rajesh Kumar
New Colony
New Delhi
Date: 20.02.2017

My dear Suresh,

How are you ? Hope you are enjoying the best of health and happiness. As you are aware the final examinations are approaching I am spending more time on studies. I have made a time table so that I can pay due attention to all the subjects. Early morning the mind is fresh and it is easier to memorize things. So I have kept that time for learning Science and Maths.

If there are any free hours in school I make it a point to revise some lesson or the other. I do not waste any time. After I come home I rest for some time and start studying once again. I mostly learn Social and Languages in the evening.

My father spends some time with me every day and guides me so that I can prepare properly for the examination. I have already revised half of the portion and am confident that I will do well.

How are you preparing for the examination. Do write and let me know. Convey my love and regards to your parents.

With lots of love,

Your friend
Rajesh Kumar

Note: Repeat given Letter in three times.

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TYPING SPEED EXERCISE- 11

Write a letter to your friend describing the cricket match which took place between two schools.

Vijay Soni
Thane (West)
Mumbai
23rd August 2014

Dear Kishan,

How are you? I am fine here and hope the same for you. Today I am writing this letter to tell you about an exciting cricket match that took place between our school team and another school team. Both the teams had been struggling hard to qualify for the finals and today was the day when the final match was played between the teams. The other team won the toss and decided to bat first. They played really well and gave us a challenging target of 187 runs in 25 over's.

We didn't lose hope and decided to give our best. The audience also cheered us up and we started with our innings. Although we lost three wickets soon, but managed to chase up the score and won the match. We won the Champions' Trophy. The Principal and the teachers of the school appreciated our performance and congratulated us. I will tell you everything in detail when well meet. Looking forward to meet you soon. Pay my regards to your parents.

Your loving friend
Vijay Soni

Note: Repeat given Letter in three times.

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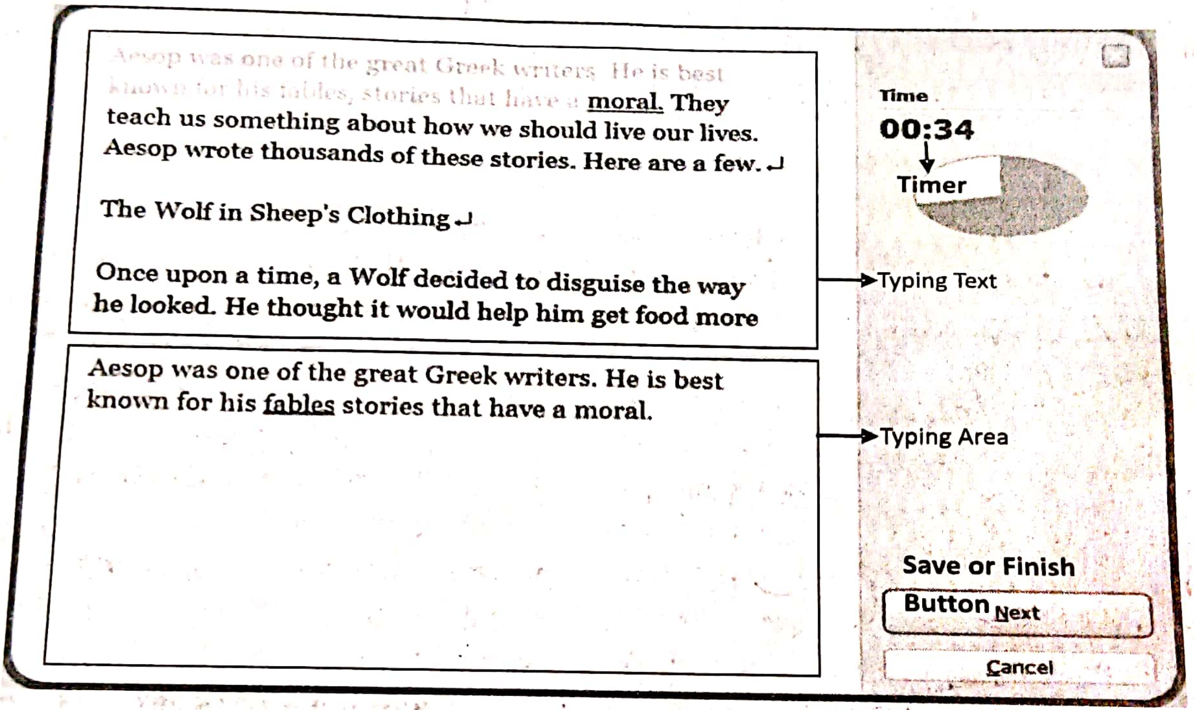
TYPING SPEED EXERCISE- 12

सॉफ्टवेयर द्वारा टाईपिंग करना– सॉफ्टवेयर के द्वारा टाईपिंग करने के लिए विण्डोज निचे दिये गये चित्रानुसार प्रदर्शित होती है।



Typing Text: यह वह स्थान है जहाँ पर टाईप किया जाने वाला टेक्सट लिखा हुआ होता है। यह टेक्सट लाईनों के रूप में हो सकता है या छोटे पैराग्राफ के रूप में हो सकता है। जैसे जैसे आप इस टेक्सट को टाईप करेंगे, नई लाईन स्वतः ही स्क्रोल होती जायेगी।

Typing Area: यह वह स्थान है जहाँ पर आपको टाईपिगं टेक्सट विण्डो से देख कर टेक्सट टाईप करना होता है। टेक्सट को टाईप करने के लिए आप एन्टर की तथा बैक स्पेश की का प्रयोग कर सकते हैं। शब्द को लिखते समय यदि आपसे कोई गलती हो जाती है तो आप उसे बैक स्पेश के द्वारा सुधार सकते हैं। लेकिन शब्द पूरा करने के बाद आप उसमें बदलाव नहीं कर सकते। एक पैराग्राफ को पुरा करने के लिये आप एन्टर की का प्रयोग कर सकते हैं तथा अगली लाईन में जा सकते हैं।

Timer: टाईपिंग करने के लिए आपको एक निर्धारित समय दिया जाता है दिए गए समय में आपको टेक्सट टाईप करना होता है। यदि आप समय से पहले दिया गया टेक्सट टाईप कर लेते हैं तो आप सेव या फिनिस बटन पर क्लिक कर टाईपिंग समाप्त कर सकते हैं और यदि आप ऐसा नहीं कर पाते हैं तो दिये गये समय अनुसार स्वतः ही टाईप टेक्सट सेव होकर टाईपिंग समाप्त हो जायेगी।

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सामान्य दिशा निर्देश

सॉफ्टवेयर पर टाईप करते समय यह ध्यान रखना होता है कि शब्द पूरा करने के लिए स्पेश बार का प्रयोग करें तथा लाईन पूरा करने के लिए डॉट का प्रयोग करें तथा पैराग्राफ पूरा करने के लिए एंटर कुंजी का प्रयोग करें। जब आप पैराग्राफ टाईप करते समय लाईन के अन्त में जाते हैं तो अन्तिम शब्द का स्पेश आपको दिखाई नहीं देता है, इसलिए यदि वह पैराग्राफ का अन्तिम शब्द नहीं है तो आप स्पेश बार का प्रयोग अवश्य करें, नहीं तो उस लाईन का अन्तिम शब्द या अगली लाईन का प्रथम शब्द आपस में मिल जायँगें तथा प्रत्येक लाईन में आपके दो शब्द गलत हो जायँगे।

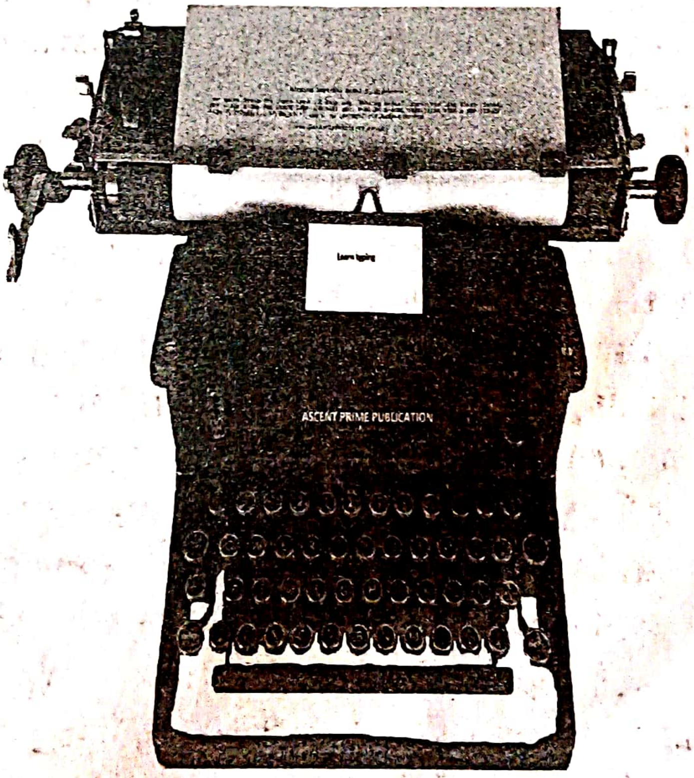
Typing With Typewriter (टाईप राईटर के द्वारा टाईपिंग)

टाईप राईटर पर टाईप करते समय ठीक सामने देखें अथवा टाईप किये जाने वाले पेपर पर देखें।

टाईप राईटर पर टाईप करते समय अंगुलियां होम की पर सैट रखें

टाईप राईटर पर टाईप करते समय गलतियों को दोहराये नहीं उनकों काटें।

टाईप राईटर पर टाईप करते समय अपनी गति को बनाये रखें।



टाईप राईटर पर टाईप करते समय अपने हाथों को कमर के पास सटा कर रखें।

टाईप राईटर पर टाईप करते समय घंटी बजने का ध्यान रखें।

टाईप राईटर को टेबल के किनारे पर रखे ताकि ज्यादा झुकना ना पड़े।

टाईप राईटर पर टाईप करते समय एक से अधिक कोपियां टाईप करनी हैं तो अच्छा कारबन पेपर प्रयोग करें।

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Informatics Assistant (IA) Examination Typing Paper 2013

SN.	English Sentence Typing	Word
1	In economics, purchasing power parity, PPP, is a component of some economic theories and	14
2	is a technique used to determine the relative value of currency of different countries. The	15
3	goddess of the river, also known as Yami, is the sister of Yama, god of death, and the	18
4	daughter of Surya, the great Sun god. Coir fibres are found between the hard, internal shell	16
5	and the outer coat of a coconut. The food situation in india was tight from the beginning of	18
6	the Second World War with series of crop failures and famines which were dealt with	15
7	success under the Indian Famine codes. Tamil is the first language of the majority of the	16
8	people residing in Tamil Nadu in India and Sri Lanka. Rajasthan is culturally rich and has	16
9	artistic and cultural traditions which reflect the ancient Indian way of life. There is rich and	16
10	varied folk culture from villages which is often depicted and is symbolic of the state. Highly	16
11	cultivated classical music and dance with its own distinct style is part of the cultural tradition	16
12	of Rajasthan. The Indian National congress, led by Gandhi ji, Sardar Patel and Shri Azad,	14
13	criticised Nazi Germany but would not fight it or anyone else until India was free. Teej falls	17
14	on the third day after the new moon of the Saawan month of Hindu calendar in late July to	19
15	early August. Dedicated to the Goddess Parvati, honouring her union with Lord Shiva, the	14
16	festival is celebrated of marital bliss, well being is spouse and children and purity of own	16
17	body and soul. After the Kalinga War, the Empire benefitted from half a century of peace	16
18	and security under Ashoks. Abid Ali translated the Jana Gana Mana poem written by Tagore.	15

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19	This song was based on the poem by Tagore and translated into Hindi. The hindi version of	18
20	the poem was different from the poem of Tagore. Ashoka applied principles of ahimsa by	15
21	banning hunting and violent sports activity and ending forced labour. The origin of the Thar	15
22	Desert is disputed subject. Some consider it to be 4,000 to 10,000 Years old, whereas others	16
23	State that dryness Started in this region much earlier. Another theory states that area	15
24	turned to desert relatively recently, perhaps around 200 tp 15000 BC. Akabar was a great	15
25	innovator as far as coinage is concerned. The people of the Indus Valley achieved great	15
26	accuracy in measuring length, mass, and time. They were among the first to develop a	15
27	system of uniform weights and measures. On the National Assembly	13
28	Jana Gana Mana as the Indian.	6

Informatics Assistant (IA) Examination Typing Paper 2018

Has a snake ever coiled itself round any part of your body? A full blooded cobra? All of us fell silent. The question came from the homeopath. The topic came up when we were discussing snakes. We listened attentively as the doctor continued with his tale. It was a hot summer night; about ten o clock. I had my meal at the restaurant and returned to my room. I heard a noise from above as I opened the door. The sound was a familiar one. One could say that the rats and I shared the room. I took out my box of matches and lighted the kerosene lamp on the table. The house was not electrified; it was a small rented room. I had just set up medical practice and my earnings were meagre. I had about sixty rupees in my suitcase. Along with some shirts and dhotis, I also possessed one solitary black coat which I was then wearing. I took off my black coat, white shirt and not so white vest and hung them up. I opened the two windows in the room. It was an outer room with one wall facing the open yard.

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It had a tiled roof with long supporting gables that rested on the beam over the wall. There was no ceiling. There was a regular traffic of rats to and from the beam. I made my bed and pulled it close to the wall. I lay down but i could not sleep. I got up and went out to the veranda for a little air, but the wind god seemed to have take time off. I went back into the room and sat down on the chair. I opened the box beneath the table and took out a book, the material medica. I opened it at the table on which stood the lamp and a large mirror; a small comb lay beside the mirror. One feels tempted to look into a mirror when it is near one. I took a look. In those days i was a great admirer of beauty and believed in making myself look handsome. I was unmarried and i was a doctor. I felt I had to make my presence felt.

I picked up the comb and ran it through my hair and adjusted the parting so that it looked straight and neat. Again I heared that sound from above. I took a close look at my face in the mirror. I made an important decision I would have daily and grow a thin moustache to look more handsome. I was after all a bachelor, and a doctor looked into the mirror and smiled. It was an attractive smile. I made another earth shaking decision. I would always keep that attractive smile on my face to look more handsome. I was after all a bachelor, and a doc too on top of it Again cam that noise from above. I got up, pace up and down the room. Then another lovely thought struck me. I would marry.

I would get married to a woman doctor who had plenty of money a good medical practice. She had to be fat for a valid reason. If i made some silly mistake and to run away she should not be able to run after me and catch me with such thoughts in my mind i resumed my seat in the chair in front of the table. There were no more sounds form above. I suddenly there came a dull thud as if a rubber tube had fallen to the ground surely nothing to worry about. Even so I thought i would turn around and take a look. No sooner had I turned the fat snake wriggled over then back of the chair and landed on my shoulder. The snakes landing on me and my turning were simultaneous. I did not jump i did not tremble I did not cry out. There was no time to do any such thing. The snake slithered along my shoulder and coiled around my left arm above the elbow. The hood was spread out and its head was hardly three or four inches from my face It would not be correct say merely that I sat there holding my breath. I was turned to stone. But my mind was very active.

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नमस्कार दोस्तों, यहां से हम इस पुस्तक के दूसरे अध्याय की तरफ बढ़ रहे हैं क्योंकि कुछ परिक्षाओं में केवल टाईपिंग स्पीड की परीक्षा ली जाती है लेकिन कुछ परिक्षाओं में पेपर के दो भाग होते हैं।

1. टाईपिंग स्पीड
2. कम्प्यूटर दक्षता

तो दोस्तों, इस पुस्तक के इस भाग में आपको कुछ परीक्षा में आने वाली 'कम्प्यूटर दक्षता' से संबधित एसाईनमेंट करने के लिए दे रहा हूँ जिनसे आप अपनी टाईपिंग स्पीड टेस्ट कर सकते हैं और अपनी कम्प्यूटर दक्षता भी बढ़ा सकते हैं। इन असाईनमेंट को करने के लिए आप अपने शिक्षक का सहारा ले सकते हैं, यदि शिक्षक उपलब्ध नहीं होता है तो आप एसेन्ट प्राईम पब्लिकेशन से 'बेसिक कम्प्यूटर कॉन्सेप्ट' पुस्तक मंगवाकर इनका हल आसानी से पा सकते हैं। सभी एक्सरसाईज को ध्यान से पढें तथा हल करने की कोशिश करें।

ASSIGNMENT-1

Create a document in Word on a topic of your choice. Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4). The document should include

1. A bulleted or numbered list
2. A table containing name, address, pay, department as column heading
3. A picture of lion using clip art gallery
4. An example of word art
5. A header with student name & date
6. A footer with page number

ASSIGNMENT-2

Create a document with the text given below and save it as First.Doc

A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it. Whereas a RAM is a general-purpose device whose contents can be altered during the computational process, a ROM is restricted to reading words that are permanently stored with in the unit. The binary information to be stored specified by the designer, is then embedded in the unit to form the required interconnection pattern.

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Do the following

A. Count the occurrences of the word "ROM" in the above document.
B. Replace ROM with Read Only Memory in the entire document
C. Underline the text Read Only Memory
D. Make an auto correct entry for ROM and it should be replaced by Read Only Memory

ASSIGNMENT-3

Use first.doc to perform the following operations

A. Make the first line of document bold
B. Make the second line italic
C. Underline the third line
D. Align the fourth line to center
E. Make the font color of first line as red
F. Change the font style of fifth line to Arial
G. Change the second line to 18 points
H. Insert the date & time at the start of document

ASSIGNMENT-4

Use the document earlier saved and perform the page setting as follows

Top Margin	1.3"
Bottom margin	1.4"
Left margin	1.30"
Right margin	1.30"
Gutter margin	1.2"
Header	0.7"
Footer	0.7"
Paper size	Executive
Orientation	Landscape

ASSIGNMENT-5

Insert a table. The table should have 5 columns. The auto behavior should be 'Fixed column width'.

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The following report has to be created in the table.

Sr. No.	Name	Basic Pay	Designation	Department
1	Rahul Roy	10000/-	MD	Marketing
2	Ritu Garg	12000/-	AD	Sales
3	Mohit	8000/-	Manager	Sales
4	Rakesh	9000/-	Senior Manager	HR

A. Heading should have a font size of 18, color should be blue and font should be bold.
B. The data should have a font size of 12, color should be Red and font should be italic.
C. Insert a new row between 3 & 4 and type the data and reorder the sr. no column.

ASSIGNMENT-6

Create a table in word as shown below

Sr. No.	Name	Marks in Physics	Marks in Chemistary	Total Marks
1	Ritu	80	70	
2	Rohit	70	80	
3	Amit	60	50	
4	Rakesh	40	60	
5	Niti	30	70	
6	Garima	80	80	

Do the following

A. In the total marks column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.
B. Insert a new row at the end of the table and also find grand total using formula.
C. Sort the table based on total marks
D. The date and heading should be center aligned
E. Heading should be in bold and underlined

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ASSIGNMENT-7

Below is given a letter and some addresses, this letter is to be sent to all these addresses,so use mail merge option to do so.

Addresses are:

1) Amit
   H No 424 sector 8D
   Chandigarh
2) Rohit
   H No 444, Sector 125C
   Chandigarh
3) Jyoti
   H NO 550, Sector 16A
   Chandigarh

The Letter is

To

<<Name>>

<<Address>>

Dear <<Name>>

You are called for an interview on the <<Date>>at 9:00 A.M with your original documents.

Yours Sincerely
ABC Limited
Phase –7
Mohali

ASSIGNMENT-8

Make a template for the bio-data with the following format

BIO-DATA

Name :
Father's Name :
Date of Birth :
Age :
Address :

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Educational Qualification

Sr. No	Qualification	Board/University	Percentage

Work Experience:

ASSIGNMENT-9

Make a document with the following

1. It should have 3 pages
2. It should have bookmarks named book1, book2, and book3 for the respective pages.
3. Using go to command go to the
   A. Page no 2
   B. Bookmark named book3
4. Insert one page break on page 2 to make total no. of pages 4.
5. Insert page number at each page

ASSIGNMENT-10

1. Make an auto correct entry so that
   a) Teh is replaced by The
   b) Nmae is replaced by Name
   c) Abouta is replaced by About a
2. Define a Macro 'Decorate' which makes the text bold, Red in color and italic, font size 14. Assign a shortcut key Alt+Z to this macro

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ASSIGNMENT-11

Type the following data in excel worksheet and save it as first.xls

A	B	C	D	E
513				
501				
504				
513				
511				
516				
532				
504				
432				
501				
510				
517				
479				
494				
498				

Do the following

A. Highlight column A and copy it to column C
B. Sort the data in column C in ascending order
C. What is the lowest number in the list (use a function)
D. Copy the data in column A to column E and sort it in descending order
E. What is the highest number in the list (use a function)
F. How many numbers in this list are bigger than 500 (use a database function)
G. How many numbers in column A are between 520 and 540 inclusive (use a database function)

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ASSIGNMENT-12

Type the following data in excel worksheet and save it as second.xls.

A	B	C	D
People per physician	Life Expectancy		
X	Y	X*Y	
370	70.5		
6166	53.5		
684	65		
449	76.5		
643	70		
1551	71		
616	60.5		
403	51.5		

Do the following

A. Complete column C for finding product x * y
B. Find sum of x column at the end of data
C. Find sum of y column at the end of data
D. Find sum of x * y column at the end of data
E. Find sum of x^2
F. Find sum of y^2

ASSIGNMENT-13

A person wants to start a business and he has four schemes to invest money according to profit and years. Find out which scheme is the most profitable.

Investment Amount	Percentage for Profit	No of years
20000	10%	6 Years
40000	20%	5 Years
14000	30%	4 Years
12000	15%	5 Years

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